

VIRGINIA STATE CORPORATION COMMISSION
BUREAU OF INSURANCE
PO BOX 1157 RICHMOND VIRGINIA 23218 804-371-9631
Overnight Mailing Address: 1300 E. Main Street, Richmond, VA 23219

PIN SBB
JAN 2004

APPLICATION FOR SURETY BAIL BONDSMAN LICENSE → FEE = \$50 (FIFTY DOLLARS)

THIS APPLICATION FORM IS USED WHEN APPLYING FOR THE **ORIGINAL** LICENSE AND THE **RENEWAL** OF THE LICENSE.

ALL INDIVIDUAL APPLICANTS MUST PROVIDE BOTH A STATE AND NATIONAL CRIMINAL BACKGROUND CHECK WHICH MAY BE OBTAINED BY SUBMITTING A FINGERPRINT CARD AND THE \$37 FEE TO THE VIRGINIA STATE POLICE. IF YOU FAIL TO PROVIDE BOTH OF THESE CRIMINAL BACKGROUND CHECKS, THE BUREAU WILL REFUSE TO ISSUE A LICENSE TO YOU. (§§ 38.2-1865.7.B.3. AND 38.2-1865.11 OF THE CODE OF VIRGINIA.)

Complete Individual or Agency; not both. **No personal checks will be accepted unless certified, and no cash will be accepted. The fee is nonrefundable.**

INDIVIDUAL

SS# or VA DMV-Assigned # *	Birth Date*	First Name*	Middle Name (Initial or None)*	Last Name*
Residence/Home Address (Physical Street)*			City, State, Zip*	
Mailing Address		P.O. Box	City, State, Zip	
Home Phone No.	Business Phone No.*	Business Fax No.	Business E-Mail Address	
Business Name*			Assumed or Fictitious Name (If transacting under a name other than your own)	
Business Address (Physical Street)*		P.O. Box*	City, State, Zip*	

AGENCY (a corporation, a partnership, or a limited liability company)

FEIN*	Agency Name*			
Business Address (Physical Street)*		P.O. Box	City, State, Zip*	
Mailing Address		P.O. Box	City, State, Zip	
Business Phone Number*	Business Fax Number		Business E-Mail Address	Business Web Site Address

***DESIGNATED INDIVIDUALS - Attach additional sheet if necessary.**

Designated individuals must be licensed as both a Property and Casualty agent and a Surety Bail Bondsman.

NAME	SSN	RESIDENCE ADDRESS

PLEASE COMPLETE BOTH PAGES OF THIS FORM. FIELDS MARKED WITH AN ASTERISK (*) ARE REQUIRED.
IF NOT APPLICABLE, MARK "N/A."

PART 2

1. Have you ever been the subject of an administrative proceeding or disciplinary action of any kind regarding any insurance or other professional or occupational license, including: revocation or suspension of a license; refusal to issue or renew a license; fine or penalty; settlement or consent order; or agreement to voluntarily surrender a license as the result of a complaint or investigation?
☐ **Yes** ☐ **No** *If so, and you have not previously filed this information with this Bureau, attach a copy of the official document which demonstrates the charges and final judgment and a detailed explanation.*
2. Have you ever been convicted of (or pled guilty or nolo contendere to) a violation of law, other than minor traffic violations?
☐ **Yes** ☐ **No** Whether you check Yes or No, you MUST provide both a state and national criminal background check.
ALL APPLICANTS: If you answered "yes," you must attach to this application:
 - a) a written statement explaining the circumstances of each incident,
 - b) a certified copy of the charging document,
 - c) a certified copy of the official document which demonstrates the resolution of the charges or any final judgment,
 - d) if applicable, a letter from the federal or state probation and parole office outlining your performance or satisfactory completion of your probationary period, and
 - e) If you have been convicted of a felony, you **must** provide proof that your civil rights have been restored by the Governor or other appropriate authority. If you have been convicted of a felony and your civil rights have not been restored, you need not apply.
3. **If currently or previously licensed and/or appointed as a Surety Bail Bondsman**, are you indebted to any insurance company, agency, or other person for premiums collected, or is there any other dispute regarding your insurance account?
☐ **Yes** ☐ **No** ☐ **Not Applicable**
If so, and you have not previously filed this information with this Bureau, attach a sheet and give full particulars.

PART 3 - ALL APPLICANTS

1. All applicants must be actively licensed as a Property and Casualty insurance agent before applying for a Surety Bail Bondsman license and must keep that license in effect at all times.
2. All applicants must provide to the Commission copies of each power of attorney required to be recorded pursuant to § 38.2-2416.

PART 4-ALL AGENCIES

Virginia law requires each agency at the time of application to designate a licensed Virginia Surety Bail Bondsman to be responsible for the business entity's compliance with the laws of Virginia. The agency's surety bail bondsman license will terminate immediately if the last designated individual is removed and a new individual has not been appointed and the Bureau notified within 30 calendar days.

PART 5- NON-RESIDENT AGENCIES ONLY

1. Attach a current (no more than 90 days old) certification from the state insurance department where the agency is incorporated/domiciled or where the principal office is located.
2. A copy of the "certificate of authority" issued by the Clerk of the Commission is required for an entity. The "certificate of authority" is available by contacting the Clerk's Office at 804-371-9733. Failure to provide a copy of the "certificate of authority" will result in the application being denied.

PART 6- RENEWAL NOTICE

The nonrefundable renewal fee is due every two years prior to June 1. The license expires on the second **June 30 following the date of issue**. Both a state and national criminal background check is required in order to renew the license.

PART 7- IMPORTANT NOTICE

The submission of this application signifies the applicant's understanding and agreement to abide by the requirements outlined in Article 6.2 (§ 38.2-1865.6 et seq.) of Chapter 18 of Title 38.2 of the Code of Virginia.

Section 38.2-1865.10 E of the Code of Virginia requires each agency to notify the Bureau within 30 calendar days of removal of the sole licensed Surety Bail Bondsman as designee for any reason, along with the required information as to the new individual licensed Surety Bail Bondsman designated as the replacement. Failure to do so is grounds for immediate license revocation for the business entity, as well as additional sanctions for violation of the statutory requirement.

By applying for this license, you are agreeing that personal information relevant to your status as a licensed surety bail bondsman in Virginia, including but not limited to your name, residence/business address, social security number/FEIN, date of birth, license and appointment status, and investigation or disciplinary action summary data may be reported to the National Association of Insurance Commissioners and to other state insurance regulatory authorities or other interested parties.

PART 8 - APPLICANT'S CERTIFICATION AND ATTESTATION

I hereby certify, under penalty of perjury, that all of the information submitted in this application and attachments thereto is true and complete. I am aware that submitting false information or omitting pertinent or material information in connection with this application is grounds for denial of this application or future license revocation if the license applied for is issued, and that I may also be subject to civil or criminal penalties.

Signature of Applicant_____
Date**PLEASE ANSWER EVERY QUESTION BY CHECKING THE APPROPRIATE BLOCK.**